



**Currently Accepting Applications**

(Resume, Cover Letter and Application required)

\*application to be submitted online: <https://cdcac.org/employment/>

\*for questions, email [employment@cdcac.org](mailto:employment@cdcac.org)

**Closing Date:** Open until filled

**Interviews Scheduled:** Beginning April 15, 2024

**Hire Date:** As soon as possible.

**Compensation:** \$20.00-\$23.00/Hourly DOE

<b>Job title</b>	Temporary AmeriCorps Program Assistant
<b>Job Category</b>	Temporary, Part-Time, Hourly, Non-Exempt
<b>Reports to</b>	Director of AmeriCorps and AmeriCorps Seniors
<b>Supervises</b>	None

**Position Summary**

The AmeriCorps Program Assistant’s primary responsibility is to assist the Director of AmeriCorps and AmeriCorps Seniors, the AmeriCorps Program Coordinator, and the AmeriCorps Team Leader with program needs including routine office work and administrative duties, recruitment of AmeriCorps members and host site organizations, document and data collection, member and host site support. This is a temporary position that will last until July to August.

**Duties and responsibilities**

Primary responsibilities of the AmeriCorps Program Assistant include:

- Write and distribute emails, correspondence memos, letters, faxes, forms, cards, etc.
- Communicate by phone and text message
- Organize, track and maintain supplies
- Convert file storage from paper to electronic by sorting, labeling and scanning
- Assist in preparation of recruitment materials
- Assist with member and host site recruitment
- Assist in building applicant sources by researching, contacting, and visiting community service agencies, colleges, employment agencies, media, and internet sites.
- Assist in sourcing and attracting new candidates by using databases, social media, etc.
- Assist in collection of electronic and paper records of applicants, members, host sites, etc.
- Assist with timesheet and travel reimbursement processes for members.
- Assist in providing member development and support.
- Assist in providing support to host site supervisors and staff.
- Contribute data and relevant information for CSBG reporting in the agency-wide database.
- Participate fully in staff meetings and training opportunities.
- Professionally represent CDCAC and its programs to other appropriate community groups.
- Perform other duties as assigned.

## **Required Qualifications**

Education: High School diploma with at one year of related work experience.

Skills, Abilities, and Knowledge:

- Able to establish and maintain effective working relationships with a diverse group of individuals and community organizations.
- Able to work with volunteers, other partners, and the public in a respectful, professional, and non-judgmental manner.
- Able to communicate effectively, both oral and written.
- Effective interpersonal skills with ability to build rapport quickly.
- Effective problem-solving skills.
- Able to use a computer to meet essential job functions, including managing databases, e-mail, word-processing, and spreadsheet software.
- Basic understanding of state and national service programs, such as AmeriCorps.
- Maintain professional knowledge and skills by attending appropriate conferences, meetings, and training programs related to the position.
- Maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.
- Must have a valid Washington State Driver's License and current personal automobile insurance.
- Must have a reliable means of transportation to make frequent site visits throughout Washington State.

## **Preferred Qualifications**

Education: Associate's Degree in Human Services or a related field with at least two years of related work experience, or a High School diploma with at least four years of related work experience.

Skills, Abilities, and Knowledge:

- Clerical experience
- Proficiency in Google products
- Proficiency in Microsoft Office products
- Excellent public speaking skills.
- Excellent organizational skills and attention to detail.
- Ability to understand and interpret highly technical material.
- Bilingual in English/Spanish
- AmeriCorps alum with successful completion of service

## **Working conditions**

The position is based in an office environment but requires frequent visits to project sites that may involve up to 3 hours of driving each way. There is frequent contact with the public in a variety of conditions, in person and over the phone, indoors and outdoors. Occasional statewide and national travel, including some air travel, may be required. Some evening and weekend work required.

## **Physical Requirements**

The position requires frequent sitting and using computers, occasional long periods of driving (up to 3+ hours in each direction), and moderate lifting (up to 35 pounds.)